

# Checklist for Carnivals, Street Fairs and Rodeos

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

Date application assigned \_\_\_\_\_ Date case completed \_\_\_\_\_

- \_\_\_\_\_ **Investigator requirement** – The proposed carnival / rodeo will not be held within any enclosed stadium, arena or convention center located within the city. **Sec. 12-212** states “A permit is not required for any carnival or rodeo that is held within any enclosed stadium, arena or convention center located within the city.”
- \_\_\_\_\_ **Investigator requirement** – I received the application for the proposed Carnival / Street Fair / Rodeo before I began working on the case which was filed not less than 14 days before the date of the first day of the event. **Sec. 12-213(a)**
- \_\_\_\_\_ **Investigator requirement** – notification letters mailed out to all neighborhood and other associations within the same ZIP code as the proposed establishment, and, City Councilmembers who represent the same district of the proposed premise, as well as other pre-determined government entities
- \_\_\_\_\_ **Investigator requirement** – *notification checklist* completed and attached listing all entities that received notifications
- \_\_\_\_\_ **Investigator requirement** – All documents as required by the *Carnival - Street Fair – Rodeo* application submitted
- \_\_\_\_\_ **Investigator requirement** – a walk-through (with the applicant) at the site where the planned event is to take place – verify the diagram is accurate, the type of barriers to be used will be efficient and all other requirements will be met during the event

*All of the following information must be submitted by the applicant*

Have    Need

- \_\_\_\_\_    \_\_\_\_\_ If this event is to be held outdoors, a copy of the “city permit application” that was submitted to **Everenergy** for the event must be submitted. Visit [www.kceventhub.org](http://www.kceventhub.org) for more information.
- \_\_\_\_\_    \_\_\_\_\_ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division**  
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_\_\_    \_\_\_\_\_ Submit a **Missouri amusement ride operating permit** for each ride – from the Missouri Department of Public Safety, Missouri Division of Fire Safety, Amusement Ride Safety Unit, 1709 Industrial Drive, Jefferson City, MO 65102, (800) 877-5658
- \_\_\_\_\_    \_\_\_\_\_ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925
- \_\_\_\_\_    \_\_\_\_\_ A **statement from the Commissioner of Revenue** that the applicant has paid all earnings and profits and occupational license taxes due the city, including all penalties and interest, or does not owe any earnings and profits and occupational license taxes to the city – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135. **Sec. 12-213(b)(2)**
- \_\_\_\_\_    \_\_\_\_\_ **Insurance requirements** – a certificate of insurance (**including workers' compensation coverage**) for a combined single limit liability insurance policy of \$1 million for events *without* mechanical amusement rides or \$2 million combined single limit with mechanical amusement rides. The City of Kansas City, Mo., is to be an additional insured to the policy by separate endorsement; the certificate of insurance must also require the insurance company to notify the City of Kansas City, Mo., in writing, of any change in or cancellation of the policy at least 10 days prior thereto

\_\_\_\_\_ **Outdoor evacuation plan** – An event that is conducted and/or intended or designed for the assembly of 1,000 or more people shall have an emergency plan for individuals which shall consist of the means by which directional signage or similar marking, that indicates the nearest exit either from the event or to a protective shelter, if such exists, are posted at the event. The emergency plan shall also include the means by which individuals attending the event will be warned in case of disaster, fire, terrorist attack, severe weather conditions such as tornadoes or thunderstorms or other emergency situations

**Section 12-284. Outdoor event evacuation plans.**

- (a) An operator of an outdoor event or venue that is not subject to the fire code, including, but not limited to, an amusement park, carnival, rodeo, stadium, theatre, circus, concert, festival or race that is conducted for profit and intended or designed for the assembly of 1,000 or more people shall have an emergency plan for individuals attending such event.
- (b) The emergency plan shall consist of the means by which directional signage or similar marking, that indicates the nearest exit either from the event or to a protective shelter, if such exists, are posted at the event. The emergency plan shall also include the means by which individuals attending the event will be warned in case of disaster, fire, terrorist attack, severe weather conditions such as tornadoes or thunderstorms or other emergency situations.
- (c) The directional signage or similar marking shall be posted throughout the event in a manner that is conspicuous and reasonably calculated to be seen by individuals attending the events.
- (d) A copy of the emergency plan shall be available at the event for public inspection.